

ANNEX A

TIPS

1. **Ensure your password is working.** The password will allow you to access all the on-line lesson material.
2. **Organize for the Task at Hand.** Make sure you know where to look for reference material to complete each lesson. Some lessons have all needed material, and some will require you to hyper-link to a web site containing reference material (i.e. lessons in module 6 that use FM 25-101 and 25-100). These hyper-links will be listed in any lesson that needs them.
3. **Set Aside a Regular Time for Work.** Incorporate work on this course into a normal daily routine. Make a schedule and keep it. Falling behind is easy; catching up is difficult. Students must meet several mandatory suspense dates. Remember, steady progress will keep students on track for a timely graduation.
4. **Read All Instructions Carefully and Follow Them.** If a student has a question about a lesson, they should immediately contact their Class Facilitator. Work on another lesson while waiting for a response. USASMA will be prompt in answering student's questions, but we cannot help a student if they do not contact us.
5. **Make sure you fill out all lesson exam information correctly.** Not putting correct information will result in you not getting credit for your work.
6. **Make Copies of Work.** Copies make it a simple process for resubmission of work.
7. **Keep Working and Stay on Schedule.** Do not wait for a grade on a lesson or module examination before moving on to the next lesson. Faculty Graded lessons will be graded automatically. Commanders, Command Sergeants Major, supervisors, and promotion boards inquire about the status of NRSMC students. The motivation and support from the chain of command is very important to the student's progress. Failure to maintain satisfactory progress will result in termination from the course.

8. **Study for Examinations.** Each examination contains questions from each lesson in the module. The questions directly relate to the Enabling Learning Objectives (ELOs) found throughout each lesson. Students must fully understand the lesson material to pass the examination. Read and understand the Guide to Studying and Passing Exams in Annex B of this booklet. Regular, effective studying is the only way to prepare for the examination. Students must contact their Class Facilitator and request a module completion date extension if they are experiencing any difficulties that may adversely affect them taking an exam. If granted, this does not automatically extend the completion dates for the following modules. They should also contact their Class Facilitator or the Bulletin Board site (BBS) if they do not understand a particular lesson. Students may also contact their CF if they wish to obtain references on lesson questions missed. All module examinations are forty questions in length. **They are closed book, multiple choice exams that are an hour in length.**

9. **Maintain monthly communication with Class Facilitator.**

Students are required to contact their CF after registration in the Nonresident course(NRC)and once every month after that. E-mail may be used to contact CFs but it does not relieve students from the responsibility of telephonically contacting their facilitator. This will ensure that students stay on track with the course, that their personal data remains current, and they receive all change material in a timely manner. Biographical Data Forms/Test Control Officer Forms are in Annex C. This data is critical to students' completion of this course, so they must promptly inform USASMA of any changes. This will be done at your personal student info page on the NRC web site. Students may contact their CF at the numbers below. The NRC's normal duty hours are 0900 to 1700 Monday through Thursday, and 0900 to 1500 on Friday (Mountain Time).

10. Students must notify their CF immediately when they are alerted for extended deployments or PCS. In addition, once students arrive at their new destination, they must notify their CF and update all personal data i.e., unit information, TCO, mailing address and Sergeants Major information.

DSN: 978-8005/8574/8575/8106/8297/8616/8056/8590/8580

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